**REQUEST FOR PROPOSALS FOR PORTFOLIO VERIFICATION SERVICES**

**RFP #25-05**

**EXHIBIT D – GENERAL INFORMATION & CONTACT SHEET**

1. legal entity with whom the contract is to be written

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | |  | | |
|  | | | | |
| Mailing address (primary office) | |  | | |
| Phone number |  | | Fax number |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Mailing address (alternate office) | |  | | |
| Phone number |  | | Fax number |  |

1. Primary contact(s)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Primary Contact, Title** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Secondary Contact, Title** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

1. principal officers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Principal Officer #1** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Principal Officer #2** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Principal Officer #3** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of Principal Officer #4** | |  | | | | |
| Mailing address | |  | | | | |
| Phone number |  | | Fax number |  | Email |  |

1. Legal FORM of organization

(e.g., sole proprietorship, partnership, corporation, etc.).

|  |  |
| --- | --- |
| Legal Form |  |

1. Identification/Certification Numbers

|  |  |
| --- | --- |
| Federal Employer Identification Number |  |
| Washington State Department of Revenue Registration Number (UBI Number) if Applicable |  |